

INSTRUCTIONS FOR COMPLETING THE CDBG BUDGET/FINAL FINANCIAL REPORT

This form replaces the Detailed CDBG Program Budget and the Standard Form 269 Financial Status Report.

When completing the CDBG Budget/Final Financial Report always fill in the report number. The Original Budget is Number 1. Any subsequent budget amendments or expenditure reports will be numbered sequentially until the final financial report. Be sure to check the last approved report when assigning a new report number. Reports received out of sequence will not be approved.

Be sure to check each of the items that apply in the report types section. It is possible for the report to require more than one box to be checked (i.e., formal amendment and revised budget).

The “Activity” column of the table should include the activities included in your project. Support activities should be included in the total for the primary activity. For example, acquisition of easements and street patching should be included in the total for the primary activity of water or sewer improvements. However, housing rehabilitation should be reported separately from housing rehabilitation administration. Housing rehabilitation administration could include activities such as inspections, lead compliance, etc. Please contact your program supervisor for assistance.

The second column, labeled “1” should provide the total cost for the activity; both CDBG funds and local/other funds budgeted for the activity (add columns “3” and “6”).

The next three columns are related to CDBG funds.

Column “2” should include the CDBG totals for the activities from the last approved budget. If this is the original submittal, then leave column “2” blank and complete column “3.” If you are submitting this report as a second or subsequent revision/amendment, the number in column “2” should reflect the total for the activity as shown in the last approved budget. Column “3” should reflect the new/revised budget numbers (unless it is the original budget, see instructions above). Column “4” shows the budget adjustment. The adjustment is calculated by subtracting column “2” from column “3” (3-2).

The following three columns (5, 6, and 7) are related to the local/other funds. Please refer to the previous paragraph for instructions.

Please note this form requires the signature of the Chief Elected Official. ADECA will review and approve the report and an approved copy will be returned to your grant administrator.

If the form is being submitted as an amendment, please indicate the reason for the amendment. This should be a short summary, i.e., cost underrun.

Please indicate the total amount of local/other funds being committed to the project. Then please indicate the amount of that total that is coming from local contributions. Finally, please indicate the amount that is coming from non-local sources (i.e., ARC, EDA, RD, etc.).